



Town of Stow
Town Meeting Moderator
27 Whitney Road
Stow, Massachusetts 01775
978-897-7076

April 29, 2007

To the voters of Stow:

Town officials are finalizing preparations for the Annual Town Meeting which begins at 7:00 PM on Monday, May 7th at the Hale Middle School, and will continue on subsequent evenings until all of the business contained in the warrant is concluded. I am asking voters who plan to attend this Town Meeting to also spend time preparing in advance for the meeting. This will enable you to become informed about the articles of business to be debated and voted upon, the terminology used during the course of debate, and the procedures used by the moderator to regulate the meeting. This request is being made to those who may be attending for the first time, as well as those who consider themselves seasoned veterans.

By now, you should have received your copy of the warrant in the mail. If you did not receive your copy, it is also available at the Town of Stow Web page (WWW.STOW-MA.GOV). The warrant contains all of the business which will be taken up at the Town Meeting. Please plan to bring the warrant with you to the meeting.

Here is what I am requesting you do to prepare for the Town Meeting:

1. Review the Finance Committee Report contained in the warrant to gain an understanding of the financial condition of the town.
2. Review the articles contained in the warrant so that you will become familiar with the decisions that article sponsors are asking you to make, including their financial implications.
3. Review the Consent Calendar procedure and motion for the articles contained in the warrant. These articles are planned to be voted on as a single action on Monday evening.
4. Spend thirty minutes watching "**Town Meeting and You**" an educational video which is airing each day on Stow TV, Cable Channel 9. This program describes the general procedures used in town meetings in Massachusetts and what you can expect to see at the Stow Town Meeting.
5. Review the **Town Meeting Handbook** that is also contained on the Stow web page in the Town Meeting & Election section. The Handbook defines the role of the participants, the terminology used at the meeting, the role of the moderator, and voter etiquette
6. Contact town officials in advance of the Town Meeting, should you have questions.

On Monday evening we will ask voters to move discussion under the school design projects (articles 36 & 37), the purchase of the Snow property (article 38), and the recreation projects (articles 39 & 40) to the first articles of business beginning on Tuesday evening, May 7.

Please consider car-pooling to the meeting as parking space can be limited near the school. Also allow additional time for check-in in advance of the 7:00 PM meeting start, especially on Tuesday evening when we expect a larger than normal turnout.

Finally, take a few minutes prior to leaving Town Meeting to fill out the **Town Meeting Feedback Form**. This form is also available on the Stow web page.

Thank you in advance for preparing for and participating in this Annual Town Meeting.

Edward E. Newman
Town Meeting Moderator